

## Introduction

The “How to Submit Questions to a Buyer” Quick Reference Guide is designed to provide the minimum steps necessary in understanding how and where Vendors submit their questions regarding a Bid Solicitation.

## Pre-requisites

A Vendor must be registered in Buy4Michigan.

## Steps

### Step 1:

- Once logged in, select the **Bids Tab**.
- Scroll down to the **Open Bids** Section.
- Choose your Bid of interest and click the **View** link under the **Bid Q&A** column.

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News(1) Vendor Communication(2) **Bids(713)** PO(5) Quotes(25)

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
<a href="#">AGENCY15B0002050</a>	Department of Technology Management and Budget		Isidra Chavez	food service dispensers	12/09/2014 09:31:00 AM	<a href="#">View</a>	<a href="#">Create Quote</a>

### Step 2:

The Questions page displays.

- Enter in your Question subject and Question(s).
- Once complete, click the **Save & Exit** button.

**Note:** Save & Continue stays on the same page and does not allow you to continue submitting your quote process.

Open Market Bid AGENCY15B0002050

Add new questions:

Question Subject	Question (max 2000 characters)
Items	Do you need other items besides utensils and gloves?

**Save & Exit** Save & Continue Reset Cancel & Exit

### Step 3:

The page defaults back to the home page.

- Select the **Bids Tab** again.
- Scroll back down to the **Open Bids** section and click the **Create Quote** link to continue your quote submission.

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**Note:** Your question submitted in step #2 is saved in the system. To view, just click the **View** link as you did in Step #1.

For further assistance in creating your quote, refer to the “**Vendor Response to a Bid**” QRG.

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